

Date: November 29, 2001

To: CACFP Child and Adult Care Centers

From: Ginny Huntington, RD, LD, Consultant
Rod Bakken, Consultant
Bureau of Food and Nutrition

Topic: Internet and Paper methods of Claiming CACFP Reimbursement

Due to cost saving measures in effect in the State of Iowa, several memos have been combined in this mailing. Several new forms are provided as black and white originals.

At the present time the State is unable to supply these forms. Black and white originals are enclosed in this packet for your organization to duplicate. You may duplicate these forms on white paper if you choose to do so. You may also find these forms on our website at
<http://www.state.ia.us/educate/ecese/fn/cacfp/index.html>

Note that 2 of the enclosed forms should be mailed back to the State Agency.

In this packet you will find:

A. For all CACFP center-based organizations

A1. **Daily Meal Participation Record - new form -**. Note that all possible meals are listed and a line is provided for the daily total for "Other Participant Meals (Paid)".

A2. **CACFP Claim for Reimbursement Monthly Worksheet - new form**. Note that this form replaces the goldenrod colored , Claim for Reimbursement Worksheet (CNP-50). There are columns for Other or "paid" meals. The monthly Financial Worksheet on the reverse is revised to aid in completing the current budget form. You must report all expense for food or for contracted meals. You must report all income to the food service.

B. For all CACFP organizations that will be submitting claims on the internet

Mail this form back to the State Agency

B1. System Authorization Form - for CACFP Organizations in 2001-2002 - Instructions: This form must be completed in order to receive signature approval for your internet claims. If you anticipate submitting any internet claims for reimbursement in this Fiscal Year, you must complete this form. Please keep a copy and mail the original to the Bureau of Food and Nutrition as described on the form.

B2. Questions and Answers on Internet Claims for Reimbursement

C. For all CACFP organizations that will be mailing paper claims

C1. **Claim for Reimbursement, Adult Care Center** - *new form*. This form is only for Adult Care Centers that will **not** be submitting monthly claims on the State CACFP internet claim system. Note that instructions for completion of each item are on the reverse of the form.

C2. **Claim for Reimbursement, Child Care Center** - *new form*. This form is only for Child Care Centers that will **not** be submitting monthly claims on the State CACFP internet claim system. Note that instructions for completion of each item are on the reverse of the form

C3. **Center Financial Report** - *new form*. This form is only for Child and Adult Care Centers that will **not** be submitting monthly claims on the State CACFP internet claim system. Note that instructions for completion of each item are on the reverse of the form

D. Make up Internet Claim Workshop

If you submit monthly claim forms on the wrong form, the claims will be returned to you. This will result in a delay in your payment. In order to learn how to submit claims on the forms currently in use, or via the internet, each organization must attend an Internet Claim Workshop. Staff members from 295 Center institutions have already attended CACFP Internet Claim Workshops.

Representatives of newly approved institutions, or institutions that did not attend the previous Internet Claim Workshops are required to attend a make up workshop. Make up workshops are scheduled for January 7, 2002 in Des Moines and in Cedar Rapids. You may attend in the morning from 8:30 to 11:30 **or** in the afternoon from 12:30 to 3:30. Any organization that did not attend the previous internet Claim Workshop must attend.

Mail this form back to the State Agency

D1. Use the form numbered D1 to register. Please return the registration form by December 31, 2001 to Janelle Loney at the Bureau of Food and Nutrition. Or you may call Janelle at 515-281-5356.

E. Thank You

Thank you to the 435 individuals from Child and Adult Care Centers who attended the Internet Claim Workshops in October. We also thank you for your very positive response to the new system and your interest in claiming via the internet.

We feel that this system will provide the opportunity to increase the accuracy of claims while it will also decrease the time and cost required for CACFP participation. It is our hope that payment to participating centers will be faster and more predictable as a result of the internet claim system.

If you have any further questions please call us.

Sincerely,

Ginny Huntington, Registered Dietitian
Consultant
515-281-5676